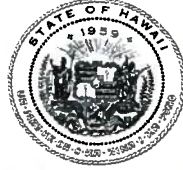


LINDA LINGLE
GOVERNOR

AARON S. FUJIOKA
ADMINISTRATOR



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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700 Fax: (808) 587-4703
www.spo.hawaii.gov

January 15, 2010

TO: Office of the Governor
Office of the Lieutenant Governor
Executive Departments/Agencies
University of Hawaii
House of Representative
Honolulu Board of Water Supply
County of Hawaii
County of Maui
Maui County Council

FROM: Aaron S. Fujioka
Administrator

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: New WSCA Contract for Small Package Delivery Services
Training for New and Existing FedEx Accounts
SPO Price List Contract No. 10-07

A new WSCA contract for small package delivery services is effective January 15, 2010. The participating jurisdictions shown above may view the SPO Price List Contract No. 10-07 by going to the SPO website: <http://hawaii.gov/spo>; click on "SPO Price List/Vendor List Contracts" at the main menu. At the search screen, enter the "List Number" 10-07.

FedEx is conducting two training sessions at the Kalanimoku Building, 3rd floor, Room 322B/C located at 1151 Punchbowl Street.

1st Training Session: Monday, February 22, 2010; 9:30am to 10:30am

2nd Training Session: Tuesday, February 23, 2010; 2:00pm to 3:00pm

Guest speakers from FedEx are Ms. Joselyn Henderson, Worldwide Account Manager and Ms. Cheryl Kim, Account Executive in Honolulu. The training session will cover:

- FedEx Service Overview
- Automation Options
- Billing Options
- How to register on www.fedex.com
- How to start with a new FedEx account
- FedEx Customer Contact Information

Register for the FedEx training session on February 22nd or February 23rd, at the SPO training website <http://www4.hawaii.gov/spoh/tng/traininingschedule.htm>.

If your staff has any questions, Stanton Mato may be contacted at 586-0566 or e-mail stanton.d.mato@hawaii.gov, or you may contact me at 587-4700.